



Vacancy Announcement
United States Court of Appeals, Fifth Circuit
Office of the Clerk

Positions: **FILE CLERKS (2 Openings)**

Temporary Appointment Not To Exceed 2 years
Continuation of position beyond September 28, 2007 will depend upon availability of funds.

Starting Salary: CL 22/1 \$22,678

Posting Date: **September 22, 2006**

Closing Date: **October 6, 2006**

Announcement #: **8-2006**

Duties:

Maintains case records and files. Performs scanning functions and other light clerical duties.

Required Knowledge, Skills and Abilities:

- High school diploma
- One year of office clerical experience
- Fast and accurate filing skills
- Meticulous attention to detail
- Demonstrated ability to work as a team member to achieve a common goal
- Accurate data entry skills
- Ability to lift up to 50 lbs

Desired Knowledge, Skills and Abilities:

- College degree, certificate or course work
- Familiarization with automated systems and applications
- Working knowledge of WordPerfect
- Excellent oral and written communication skills
- Ability to handle large quantity of work
- Experience in a legal or other professional environment

Application Process:

Interested applicants must submit form AO78, Application For Judicial Branch Federal Employment, to the address listed below. This form can be obtained under the vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals
600 S. Maestri Place
New Orleans, LA 70130
ATTN: Personnel Department/File Clerk

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect, filing and data entry.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment
- 20 days paid vacation per year after three years of employment
- 26 days paid vacation per year after 15 years of employment
- 13 days paid sick leave per year
- 10 paid Federal holidays per year (plus Mardi Gras)
- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)
- Optional participation in the Federal Health Insurance Program (with a wide choice of plans)
- Participation in a pretax flexible spending accounts programs
- Voluntary participation in life, long-term disability and long-term care insurance programs

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The selected applicant must undergo an extensive background check. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.